

CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: _____ Date of Visit: 8/1/19

Contractor Personnel on Site:

1. _____	3. _____
2. _____	4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Johnny W Brown Date: 8/1/19

Signed: 

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: SFC Ryan Willoughby Date: 8/1/19

Signed: 

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
UNIT HEATER, HOT WATER

SITE AND BLDG #: **MD019-02**MECHANIC
SIGNATURE: 

DATE:

8/1/19

LOCATION/RM #: **WO# 10087 ASSET # 1545**START TIME: **0900**FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	/	/	
2	Schedule shutdown with operating personnel.	/	/	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/	/	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check valve for full stroke operation in both directions, if applicable.	/	/	
2	Check valve for signs of abnormal wear and leaks. Replace packing if needed.	/	/	
3	Clean the coil with vacuum cleaner.	/	/	
4	Comb the fins as needed.	/	/	
5	Clean all fans and motors.	/	/	
6	Check operation of controls and safeties.	/	/	
7	Lubricate as required.	/	/	
8	Check all motors, belts, pulleys, shafts, etc. for alignment.	/	/	

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FURNACE

ACTIVITY AND BLDG #: **MD019-02**MECHANIC
SIGNATURE: DATE: **8/1/19**LOCATION/RM #: **WO# 10087** ASSET # **2058**START TIME: **0900** FINISH TIME: **1630**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Review manufacturer's instructions.	/	\	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/	\	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove furnace ends and access panels if applicable.	/	\	
2	Check the fire box liner or refractory for cracks and leaks.	/	\	
3	Check smoke stack for obstructions, leaks, etc.	/	\	
4	Clean bottom of smoke stack (breaching).	/	\	
5	Clean all fans and motors.	/	\	
6	Check operation of controls and safeties.	/	\	
7	Lubricate as required.	/	\	
8	Check and clean plenum (clean cooling coils and check for leaks, if	/	\	
9	Replace furnace and access panels ends if removed.	/	\	
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	/	\	
11	Treat all rusted areas with rust inhibitor and touch up paint.	/	\	
12	Remove lock outs and tags. Restore fuel and power supply.	/	\	

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: HVAC Technician

Additional Notes: